



Dear Food Service Administrator,

Welcome. Thank you for choosing inTEAM as your partner for menu planning. We understand that planning under the new guidelines can be a challenging task. This document is a guide for menu planners using inTEAM's Menu Compliance Tool+ version 1.0. We have combined menu planning and production records into a single process for use by School Districts and State Agencies responsible for compliance and on site reviews. Our tool is designed to help you create and analyze menus efficiently and accurately. This guide will use step by step instructions to illustrate an approval process for certification and the creation of the two most popular menu plan options:

- Option 1 - one or more main dish choices all with common side dish offerings
- Option 2 - one or more main dish choices paired with different side dish offerings

We will use mock menus with real world data to illustrate best practices for data entry. Page 2 and 3 provide District & State Agency instructions, sequence instructions and the approval process. Page 4 contains a mock menu for Option 1 where students will have the choice to pick either hamburger or hot dog as their main dish, and then choose from a variety of common side dishes. Page 5 contains a mock menu for Option 2 where the same main dishes are each served with different side dishes. Page 6 provides Basic Questions and Answers on inTEAM's Menu Compliance Tools. Questions and Answers have been provided on Basic General Tips and Red Error Messages within Daily and Weekly Statistics.

We are ready to help you every step of the way. Our consultants have the ability to access the secure web application concurrently and can work with you on the specifics of your menu plan in real time. Our technical support team can be reached at **1-866-457-4705** or by email at support@e-inteam.com.

We look forward to working with you!

Sincerely,

The nutrition professionals, consultants, and software engineers at inTEAM

District & State Agency Instructions

Steps	Instructions	District Agency	State Agency
Step 1.	Login to the Menu Compliance Tool: https://cncentral.net/Login/Login.aspx Enter Username and Password.	X	X
Step 2.	Click on the Menu Compliance Tab to create or access saved menus. (The State Agency will also be able to access menus through the DST dashboard in the Menu Compliance To-Do List).	X	X
Step 3.	Click on the Add Menu button and the Create New Menu page will open. You will need to name your new menu select school year (Defaults to current School Year), select the week, meal session and grade range you are creating your menu for. Select whether you will upload a USDA spreadsheet or enter your menu into the menu compliance tool.	X	
Step 4.	The menu you named will now appear. In order to start entering menu items you will have to click on the hyperlink by the Total Feeding Figure.	X	
Step 5.	Follow Option 1 or 2 # instructions. (If menus have been created in the system already, the Duplicate Menu option can be used to create new menus similar to those saved)	X	
Step 6.	Review all menus to ensure that all daily and weekly regulations are met. (Make sure there are no red error messages)	X	
Step 7.	Menus are saved as data is entered into the system. A district will be able to select which menus that they would like to submit to the State Agency for the 6 cent certification. (State Agencies do not have any access to menus districts choose not to submit)	X	X
Step 8.	Follow Approval Process (A report can be generated by the DA and SA on data entered into the Menu Compliance Tool from the DA.	X	
Step 9.	Repeat steps	X	

Instructions**Option 1: One or more entrees all with common side dish offerings**

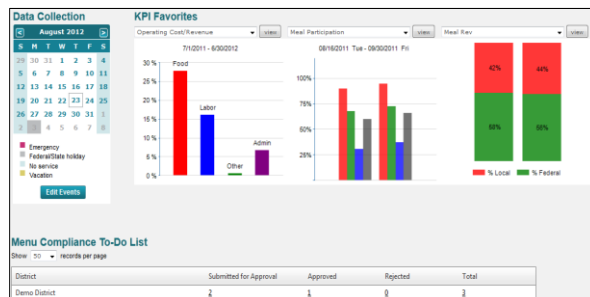
1. Follow #1-5 for first entree
2. Follow/Repeat #6-8 for additional entrees
3. Follow #9-20 for adding the common side dish offerings
 - a. #12-14 provides example for adding a recipe side dish
4. Follow #21-23 for milk types
5. Follow #24-27 and evaluate all vegetables, fruits, and juices served to determine the min or max offered for the day.

Option 2: One or more entrees paired with different side dish offerings

1. Follow # 1-10 for first entrée w/side dish offerings paired with the entree
2. Follow #11-20 for second entrée and consecutive entrees w/side dish offerings paired with the entrée
3. Follow #21-23 for milk types
4. Follow #24-27 and evaluate all vegetables, fruits, and juices served to determine the min or max offered for the day

Approval Process

The District Agency should detail notes on the submitted menu to the State Agency. Once you click on the Submit for Approval button you will also be agreeing to the Attestation Statement.



As the State Agency you will have access to all menus submitted through your dashboard Menu Compliance To-Do List. You will be able to select the hyperlink to view menus submitted to the State Agency.

Menu Plans

School Year: 2012 - 13
 Week Of: All Weeks
 Meal Session: All Meal Sessions
 Grade Range: All Grade Ranges

[Search](#) [Reset](#)

Search Results

[Submit Selected for Approval](#) [Add New Menu](#)

Week of	Meal session	Grade Range	Menu	Status	Last Modified	Last Modified By	Action
07/02/2012 - 08/04/2012	Lunch	Grades K - 5	My Incomplete Menu	Not Submitted	08/23/2012 05:24 PM	WTEAM	Edit Delete
07/02/2012 - 07/26/2012	Lunch	Grades K - 5	My Menu	Not Submitted	08/23/2012 05:24 PM	WTEAM	Edit Delete
08/02/2012 - 08/16/2012	Lunch	Grades K - 12	La New Menu #2	Submitted for Approval	07/27/2012 12:47 AM	WTEAM	Edit
08/16/2012 - 08/27/2012	Lunch	Grades K - 5	La New Menu	Submitted for Approval	07/28/2012 01:14 AM	WTEAM	Edit

* The following menus do not have mealmeal alternate, milk, vegetable, fruit or grains served each day

* My Incomplete Menu

- As the District Agency you would select the menus you would like to submit to the State Agency.
- Once menus are selected, the district would click on the Submit Selected for Approval button.
- Anytime a menu is submitted missing the 5 main food components the system will not allow you to submit, and an error message will prompt.

Submit Menu for Approval

Menu: 07/02/2012 - 07/26/2012 Lunch Grades K - 5 La New Menu

Status: Not Submitted Last Action: N/A Last Modified: 08/23/2012 05:24 PM Last Modified By: WTEAM

Notes: Submitting for approval

Attestation Statement: I attest that the documentation submitted for certification is representative of the ongoing meal service within Demo District, and that the minimum required food quantities for all meal components are available to students in every serving line.

[Back](#) [Submit for Approval](#)

* Notes is required

The other option that State Agencies have is to view menus, is through the menu compliance tab. Here you will be able to search for menus and view menus submitted.

Select Menu for Approval

District: All Districts School Year: All School Years
 Meal Session: All Meal Sessions Week Of: All Weeks
 Grade Range: All Grade Ranges Status: ☒ Submitted for Approval ☐ Approved ☐ Rejected

[Search](#) [Reset](#)

Menus

Show: 10 records per page

District	Menu	Week of	Meal session	Grade Range	Status	Last Modified	Last Modified By	Action
Demo District	Jane's Menu 2	08/18/2012 - 08/25/2012	Lunch	Grades K - 5	Submitted for Approval	08/23/2012 02:35 PM	Jan	Edit
Demo District	Jane's Menu	08/18/2012 - 08/25/2012	Lunch	Grades K - 5	Submitted for Approval	08/21/2012 02:08 PM	Jan	Edit

Menus can be selected through the dash board or Menu Compliance tab and viewed. The menu approval will appear along with all menus that the district submitted. The State Agency View will match the District view, except that they will not be able to edit menus. Once menus are reviewed, the State Agency can detail notes, approve and or reject the menu.

Menu Approval

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District: Demo District
 Menu: My Menu
 Week Of: 07/02/2012 - 07/26/2012
 Meal Session: Lunch
 Grade Range: Grades K - 5
 Status: Submitted for Approval

Submission History

Action	User	Date	Notes
Submitted for Approval	WTEAM	08/23/2012 05:37 PM	Submitting for approval

Notes:

[Approve](#) [Reject](#)

Option 1

KEY			
<div></div> Category Header	<div></div> Items part of the Side within a Recipe		
<div></div> Items part of the Main Dish	<div></div> Milk Choices		
<div></div> Side Dishes not part of the Main Dish			

TOTAL FEEDING FIGURE 500											(1 Serving)			Comments
#	Dish		Meal Component	Recipe or Combo Name	Menu Item	Recipe # or Brand	Source	Planned # of Servings	Creditable Portion Size	Unit of Measure	Calories	Saturated Fat	Sodium	
1	Main Dish	▼	Recipe - Entree	Hamburger	Hamburger	#123	Local	250			300	2	2	This is a required row that must be completed when creating a main dish. It is important to note that the Recipe Name, "Hamburger" binds together the items that are part of the Main Dish.
2	Main Dish	▲	Meat/Meat Alternate	Hamburger	Hamburger Meat (2 oz.)	#123	Local	250	2	oz. eq.				These rows are typically included in a Main Dish, if a Meal Component is not part of the main dish, do not add to the menu. Keep in mind, you will follow a similar sequence to grains if you are to add a whole grain, same concept applies to adding other vegetable subgroups, it is similar to the Vegetable R/O example provided.
3	Main Dish	▲	Grains	Hamburger	Hamburger Bun (52g)	#123	Local	250	2	oz. eq.				
4	Main Dish	▲	Vegetable R/O	Hamburger	Tomatoes (0.5cup)	#123	Local	250	0.5	cup				
5	Main Dish	▲	Condiments	Hamburger	Ketchup (0.9g)	#123	Local	250	0	oz. eq.				
6	Main Dish	▼	Recipe - Entree	Hot Dog	Hot Dog	#234	Local	250			280	7	10	See #1.
7	Main Dish	▲	Meat/Meat Alternate	Hot Dog	Hot Dog (2 oz.)	#234	Local	250	2	oz. eq.				See # 2-5
8	Main Dish	▲	Grains	Hot Dog	Hot Dog Bun (50g)	#234	Local	250	2	oz. eq.				
9	Veg Side	▲	Vegetable Red/Orange		Carrots (1/2 cup)	Fresh Market	Vendor	250	0.5	cup	20	0	0	Select the correct Vegetable Subgroup according to your menu. In this example, since the menu planner only prepared 250 servings of each veg side, the customer is allowed to take only 1 of the sides, resulting in 1/2 cups total. Remember dark leafy greens 1 cup is only creditable for 1/2 cup of dark green vegetables.
10	Veg Side	▲	Vegetable Dark Green		Broccoli (1/2 cup)	Fresh Market	Vendor	250	0.5	cup	24	0	0	
11	Veg Juice Side	▲	Vegetable Juice R/O		Tomato Juice (4 oz.)	Dole	Vendor	500	0.5	cup	110	1	20	
12	Recipe Side	▲	Recipe	Green Beans and Corn Casserole	Green Beans and Corn Casserole	#345	Local	500			106	2	5	This is a required row that must be completed when creating recipe sides. A recipe consists of more than one creditable ingredient.
13	Recipe Side	▲	Vegetable Addl to Reach Total	Green Beans and Corn Casserole	Green Beans (1/4 cup)	#345	Local	500	0.25	cup				Use the recipe feature if you have more than one creditable component and it is not a part of the Recipe-Entree. If Starchy vegetables are mixed with D/G, R/O, B/P, and Other vegetable subgroups you must name it as an Additional Vegetable to Reach Total. If D/G, R/O, B/P, and other vegetables are mixed together, you must name it as Other Vegetables.
14	Recipe Side	▲	Vegetable Addl to Reach Total	Green Beans and Corn Casserole	Corn (1/4 cup)	#345	Local	500	0.25	cup				
15	Fruit Side	▲	Fruit		Orange (1/2 Orange)	Dole	Vendor	500	0.5	cup	80	1	1	In this example, since the menu planner prepared enough servings of each fruit, the customer is allowed to take both of the sides, resulting in 1 cup total fruit. Remember 1/4 of dried fruit credits for 1/2 cup of fruit.
16	Fruit Side	▲	Fruit		Banana (1/2 Banana)	Dole	Vendor	500	0.5	cup	105	0.1	0	
17	Fruit Juice Side	▲	Fruit Juice		Apple Juice (4 oz.)	Dole	Vendor	500	0.5	cup	60	0	7	Remember all fruit juice served must be 100% Juice.
18	Meat Side	▲	Meat/Meat Alternate		Baked Beans (1/4 cup)	Bush's	Vendor	500	1	oz. eq.	180	5	30	Remember, beans can be credited as a meat/meat alternate or vegetable beans/peas but not both. A 1/4 cup of beans credit as 1 oz. eq. of meat/meat alternate, or vegetable bean/peas.
19	Grain Side	▲	Grains		Crackers (12.5g)	Club	Vendor	500	0.5	oz. eq.	50	1	5	Other grain components including: Whole Grains, Grain Based Dessert, Whole Grain Based Dessert can also be added depending on what is on the menu. Follow grain example for data entry.
20	Plain Dessert Side	▲	Plain Dessert		Pudding (1 cup)	Jello	Vendor	500	0	cup	120	2	5	While Plain Desserts are not creditable, you are accounting for the nutrient data.
21	Milk	▲	Milk Skim/fat-free, flavored		Skim Chocolate (8 oz.)	Flav-O-Rich	Vendor	300	1	cup	120	0	170	Make sure you serve a variety of the three milk choices that meet regulations. No header required for common items the Recipe or Combo name can be left blank.
22	Milk	▲	Milk Skim/fat-free, unflavored		Skim Milk (8 oz.)	Flav-O-Rich	Vendor	100	1	cup	100	1.5	125	
23	Milk	▲	Milk Low-fat (1%), unflavored		Low-Fat 1% Milk (8 oz.)	Flav-O-Rich	Vendor	100	1	cup	140	0	180	
24	Veg Sides		Vegetable Incl Juice		Vegetable Including Juice Minimum Offered				2	cup				This field will automatically appear once total feeding figure is entered. Evaluate all vegetables and vegetable juice offered. Determine what the vegetable and vegetable juice planned for all students would be, and edit the row to enter the Creditable Portion Size. You must edit the row. In this example, 2 1/2 cups of vegetables + vegetable juice is planned if you take the hamburger entree and, 1 1/2 cups of vegetables + vegetable juice if you take the Hot Dog entree so the Vegetable Incl Juice would be 2 cups since that is the minimum offered.
25	Veg Juice Sides		Vegetable Juice		Vegetable Juice Maximum Offered				0.5	cup				This field will automatically appear once total feeding figure is entered. This is a required row that must be edited when you are serving any vegetable juice. Evaluate all fruit juice rows offered. Make sure you edit the row and enter the maximum portion offered to a customer in the Creditable Portion Size. For example, 1/2 cup of vegetable juice is offered to all customers. Remember no more than half of the per meal vegetable component may be juice.
26	Fruit Sides		Fruit Incl Juice		Fruit Including Juice Minimum Offered				1.5	cup				This field will automatically appear once total feeding figure is entered. Evaluate all fruits and fruit juice offered. Determine what the fruit and fruit juice planned for all students would be, and edit the row to enter the Creditable Portion Size. You must edit the row. In this example, 1 1/2 cup of fruit + fruit juice is planned for both entree options, so the daily Fruit Incl Juice would be 1 1/2 cups
27	Fruit Juice Sides		Fruit Juice		Fruit Juice Maximum Offered				0.5	cup				This field will automatically appear once total feeding figure is entered. This is a required row that must be edited when you are serving fruit juice. Evaluate all fruit juice offered. Make sure you edit the row and enter the maximum portion offered to a customer in the Creditable Portion Size. For example, 1/2 cup of fruit juice is offered to all customers. Remember no more than half of the per meal fruit component may be juice.

Option 2

KEY			
	Category Header		Side Dishes not part of the Main Dish
	Items part of the Main Dish		Milk Choices

TOTAL FEEDING FIGURE										(1 Serving)			Comments
#	Dish	Meal Component	Recipe or Combo Name	Menu Item	Recipe # or Brand	Source	Planned # of Servings	Creditable Portion Size	Unit of Measure	Calories	Saturated Fat	Sodium	
1	Main Dish	Recipe - Entree	Hamburger Combo	Hamburger	#123	Local	250			300	2	2	This is a required row that must be completed when creating a main dish. It is important to note that the Combo Name, "Hamburger Combo" binds together a fixed set of choices. Additional Combos can be added in like fashion.
2	Main Dish	Meat/Meat Alternate	Hamburger Combo	Hamburger Meat (2 oz)	#123	Local	250	2	oz eq.				These rows are typically included in a Main Dish, if a Meal Component is not part of the main dish; do not add to the menu. Keep in mind, you will follow a similar sequence to grains if you add whole grains, same concept applies to adding other vegetable subgroups, it is similar to the Vegetable R/O example provided.
3	Main Dish	Grains	Hamburger Combo	Hamburger Bun (52g)	#123	Local	250	2	oz eq.				
4	Main Dish	Vegetable R/O	Hamburger Combo	Tomatoes (0.5 cup)	#123	Local	250	0.5	cup				
5	Main Dish	Condiments	Hamburger Combo	Ketchup (0.9g)	#123	Local	250	0	oz eq.				
6	Veg Side	Vegetable Red/Orange	Hamburger Combo	Carrots (1/2 cup)	Fresh Market	Vendor	250	0.5	cup	20	0	0	Select the correct Vegetable Subgroup according to your menu.
7	Veg Side	Vegetable Add'l to Reach Total	Hamburger Combo	Green Beans- GB & Corn Casserole (1/4 cup)	#345	Local	250	0.25	cup	106	2	5	In this option, recipes are not supported. If you have a recipe in this menu option you would make a single line entry representing the combined meal components, crediting and nutrients. Since the nutrient values are included in the first line, use "0" for consecutive lines in the recipe. Remember that the creditable portion size must be entered in order for it to credit towards the meal component. If Starchy vegetables are mixed with D/G, R/O, B/P, and Other vegetable subgroups you must name it as an Additional Vegetable to Reach Total. If D/G, R/O, B/P, and other vegetables are mixed together, you must name it as Other Vegetables.
8	Veg Side	Vegetable Add'l to Reach Total	Hamburger Combo	Corn- GB & Corn Casserole (1/4 cup)	#345	Local	250	0.25	cup	0	0	0	
9	Fruit Side	Fruit	Hamburger Combo	Orange (1 medium)	Dole	Vendor	250	1	cup	80	1	1	Remember 1/4 of dried fruit credits for 1/2 cup of fruit.
10	Meat Side	Meat/Meat Alternate	Hamburger Combo	Baked Beans (1/4 cup)	Bush's	Vendor	250	1	oz eq.	180	5	30	Remember, beans can be credited as a meat/meat alternate or vegetable beans/peas but not both. A 1/4 cup of beans credit as 1 oz eq. of meat/meat alternate or vegetable bean/peas.
11	Main Dish 2	Recipe - Entree	Hot Dog Combo	Hot Dog	#234	Local	250			280	7	10	See #1.
12	Main Dish 2	Meat/Meat Alternate	Hot Dog Combo	Hot Dog (2 oz)	#234	Local	250	2	oz eq.				See #2-5.
13	Main Dish 2	Grains	Hot Dog Combo	Hot Dog Bun (50g)	#234	Local	250	2	oz eq.				
14	Veg Side	Vegetable Dark Green	Hot Dog Combo	Broccoli (1/2 cup)	Fresh Market	Vendor	250	0.5	cup	50	1	3	In this example, since the menu planner prepared enough servings of each veg, the customer is allowed to take both of the sides, resulting in 1 cup total vegetable. Remember 1 cup of dark leafy greens is only creditable for 1/2 cup of dark green vegetables.
15	Veg Side	Vegetable Starchy	Hot Dog Combo	Mashed Potatoes (1/2 cup)	Fresh Market	Vendor	250	0.25	cup	60	1	8	Select the correct Vegetable Subgroup Juice according to your menu. Remember all vegetable juice served must be 100% juice.
16	Veg Juice Side	Vegetable Juice R/O	Hot Dog Combo	Tomato Juice	Dole	Vendor	250	0.5	cup	110	1	20	
17	Fruit Side	Fruit	Hot Dog Combo	Banana (1/2 Banana)	Dole	Vendor	250	0.5	cup	105	0.1	0	Remember 1/4 of dried fruit credits for 1/2 cup of fruit.
18	Fruit Juice Side	Fruit Juice	Hot Dog Combo	Apple Juice (4 oz.)	Dole	Vendor	250	0.5	cup	120	1	3	Remember all fruit juice served must be 100% juice.
19	Grain Side	Grains	Hot Dog Combo	Crackers (12.5g)	Club	Vendor	250	0.5	oz eq.	50	1	5	Other grain components including: Whole Grains, Grain Based Dessert, Whole Grain Based Dessert, can also be added depending on what is on the menu. Follow grain example for data entry.
20	Plain Dessert Side	Plain Dessert	Hot Dog Combo	Pudding (1 cup)	Jello	Vendor	250	0	serving	120	2	5	While Plain Desserts are not creditable, you are accounting for the nutrient data.
21	Milk	Milk Skim/fat-free, flavored		Skim Chocolate (8 oz.)	Flav-O-Rich	Vendor	300	1	cup	120	0	170	Make sure you serve a variety of the three milk choices that meet regulations. The Recipe or Combo name can be left blank.
22	Milk	Milk Skim/fat-free, unflavored		Skim Milk (8 oz.)	Flav-O-Rich	Vendor	100	1	cup	100	1.5	125	
23	Milk	Milk Low-fat (1%), unflavored		Low-Fat 1% Milk (8 oz.)	Flav-O-Rich	Vendor	100	1	cup	140	0	180	
24	Veg Sides	Vegetable Ind Juice		Vegetable Including Juice Minimum Offered				1.25	cup				This field will automatically appear once total feeding figure is entered. Evaluate all vegetables and vegetable juice planned between both Combo meals. Determine between the two Combo's what the minimum vegetable and vegetable juice planned for students would be, and edit the row to enter the Creditable Portion Size. In this example, Hamburger Combo 1 1/2 cups of vegetables- vegetable juice is planned while 1 1/4 cup of vegetables- vegetable juice is planned for the Hot Dog Combo. So the daily min would be 1 1/4 cups.
25	Veg Juice Sides	Vegetable Juice		Vegetable Juice Maximum Offered				0.5	cup				This field will automatically appear once total feeding figure is entered. This is a required row that must be edited when you are serving any vegetable juices. Evaluate all fruit juice rows offered between both Combo meals. Make sure you edit the row and enter the maximum portion offered to a customer in the Creditable Portion Size. For example, Hamburger offers no vegetable juice, while Hot Dog Combo offers 1/2 cup of vegetable juice. Remember no more than half of the per meal vegetable component may be juice.
26	Fruit Sides	Fruit Ind Juice		Fruit Including Juice Minimum Offered				1	cup				This field will automatically appear once total feeding figure is entered. Evaluate all fruits and fruit juice planned between both Combo meals. Determine between the two Combo's what the minimum fruit and fruit juice planned to one individual child would be, and edit the row to enter the Creditable Portion Size. In this example, Hamburger Combo 1 cup of fruit + fruit juice is planned while 1 cup of fruit + fruit juice is planned for the Hot Dog Combo. So the daily min would be 1 cup.
27	Fruit Juice Sides	Fruit Juice		Fruit Juice Maximum Offered				0.5	cup				This field will automatically appear once total feeding figure is entered. This is a required row that must be edited when you are serving fruit juice. Evaluate all fruit juice offered between both Combo meals. Make sure you edit the row and enter the maximum portion offered to a customer in the Creditable Portion Size. For example, Hamburger Combo offers no fruit juice, while Hot Dog Combo offers 1/2 cup of fruit juice. Remember no more than half of the per meal fruit component may be juice.

Basics Question & Answers on inTEAM's Menu Compliance Tool

Basic General Tips

How do I duplicate a menu in other menus?

1. Click on "Duplicating Existing Menu" button
2. Select: a. Duplicate from one day to other days in current menu
b. Menu from days in another menu to current menu
3. Make appropriate selections from the fields that appear according to selection a. or b.
4. Click on "Duplicate Menu" button

How do I select menus to submit to the State Agency for the 6 cent certification?

Once menus are created, you can click on the Menu Compliance Tab to access all menus saved in the database. At that point you can select all menus, or individual menus created to be submitted to the State Agency for 6 cent certification. Reminder: From the Menu Compliance Tab, you can also edit, delete and or view any menu that has been created.

How do I determine what number to put in for Planned # of Servings?

The basic tool is designed for both menu compliance and as a production record. Weighting of nutrients is done based on the actual planned number of servings. However, USDA permits an analysis for menu certification only based on "equal weighting" for all components. For purposes of Menu Compliance Certification using the inTEAM tool, you can re-set planned number of servings to match what you have on your actual production record. This impact of this approach is to allow flexibility in meeting nutrient targets for main dishes vs. the USDA prototype spreadsheet. Note: When an item is a recipe of any kind and all items are linked, the same planned portions as the header (recipe-entrée, recipe) record always applies.

What is the difference between Creditable Portion Size and Serving Size?

Creditable Portion Size refers to what menu items are actually creditable towards the menu pattern. The Serving Size is the amount that you actually served of a particular item. When entering Creditable Portion Sizes, make sure you refer to CN labels, Recipes, and/or the Food Buying Guide to ensure that you are entering the creditable portion correctly. Entering incorrect data could yield incorrect daily and or weekly statistics.

How do I delete or rename a Recipe-Entrée, Recipe (Meal Component) and/or Recipe or Combo Name (Column Title)?

If you have added menu items that bind to a Recipe-Entrée, Recipe, or binded by the Recipe or Combo Name, in order to delete or rename the Recipe-Entrée, Recipe, and/or Recipe or Combo Name you must delete or rename all meal components binded to the particular Meal Component or Column Title prior to deleting the actual Recipe-Entrée or Combo Name.

What is the difference between entering a Recipe in Option 1 and Option 2?

In Option 1 you will use the recipe feature if you have more than one creditable component and it is not a part of the Recipe-Entrée, refer to #12-14. In Option 2, Recipes are not supported. You would need to make a single line entry representing the combined meal components for nutrients, and creditable portion size for the specific meal component. Add any additional components and enter the creditable portion size but you would not have to complete the nutrient data since it would have been accounted for in the first line entry. Refer to #7-8.

How do I change the order in which menu items appear on the screen?

To move a row up you will have to click on the up triangle, to move a row down you will have to click on the down triangle.

How do I create a hybrid between Options 1 and 2 where some side dish offerings are common?

Use option two as a base line. Review steps for any (blue) side order rows and remove any reference to any combo in the "Recipe or Combo Name" column for that row. Leave "Recipe or Combo Name" column blank.

How do I account for optional meal components, meaning it is up to the child whether they take it (typically condiments, or vegetable accompaniments to an entree)? If the meal component is optional and not served together with the entrée, it should not be considered in the main dish recipe-entree.

How do I upload the USDA spreadsheet for the 6 cent certification?

You will need to click on the "Add New Menu" button and select the radio button that indicates upload menu.

How do I generate a report from the menu I created?

You will need to click on the "View Report" button and a report will be generated. You can save as a PDF, Word File or Excel File.

Red Error Messages within Daily and Weekly Statistics

(Reminder: Red Error Messages will likely prompt the State Agency to reject your menu for 6 cent certification, so it is important to adjust menus accordingly.)

Why are my menu actuals not showing for the Fruit and Vegetable components (Daily and Weekly)?

To get your menu actuals to show for the fruit and vegetable components for daily and weekly statistics, make sure you edit the Daily Fruit Incl Juice and Daily Vegetable Incl Juice fields.

Why are my menu actuals not showing for Meat/Meat Alternate, Grain and Milk (Daily and Weekly)?

To get your daily menu actuals to show, make sure you enter Meat/Meat Alternate, and/or Grain (Grain Based, Whole Grain Based, Grain Based Dessert, and Whole Grain Based Dessert) and/or enter Milk selections. To ensure that the min and max is calculated correctly for the weekly statistics make sure you have added the correct Meat/Meat Alternate and/or Grain in the correct Combo or Recipe. You may need to adjust your meat/meat alternate or grain offerings through your entree or sides in the daily menus to make sure it meets regulations. Milk selection must be entered daily for it to show up correctly on the statistic.

Why is my Average Calories and/or Average % Saturated Fat not meeting (Weekly)?

To get your Average Calories and/or Average % Saturated Fat to meet the weekly regulation review and modify the daily calories and % saturated fat as needed to get the average within the regulation minimum range. Reminder: There is no daily regulation for Calories and % Saturated Fat.

Why is the menu actual indicating "Data Missing" for Sodium (Daily and Weekly)?

To get Sodium menu actual to appear, sodium data must be entered for all menu items that allow you to enter sodium. A "0" must also be entered for all menu items that do not have sodium. Reminder: There is no regulation linked to weekly Sodium Average.

Why does the regulation met field show "NO" for any of the 5 vegetable subgroups: DG, R/O, B/P, Starchy, and Other (Weekly)?

To make sure regulations are met for all vegetable subgroups review all your daily menus to ensure that you have served the minimum of each subgroup during the week. Reminder: Enter vegetables into the tool according to their actual assigned vegetable subgroup e.g. A Dark Green Vegetable should not be entered as an Other Vegetable Subgroup when you have already met the Dark Green Vegetable weekly requirement. Only enter actual Other Vegetables in the Other Vegetable Subgroup.

Why does nothing appear in the Additional Veg to Reach Total (Weekly)?

To get Additional Veg to Reach Total to appear you would enter vegetables that would not be considered as any of the 5 vegetable subgroups, typically it would be mixed vegetables that include the starchy subgroup. Reminder: There is no regulation linked to weekly Additional Veg to Reach Total.

Why are Whole Grains, Fruit Juice, and or Vegetable Juice not meeting the regulation (Weekly)?

To get all three meal components to meet regulations, the total served Whole Grains (Also Incl Whole Grain Desserts) must be 50% or more of Total Grains (Also Incl all Grain/Whole Grain Based Desserts) and Fruit and Vegetable Juices served must be less than 50% of all fruits and/or vegetable served. Also for fruit and vegetable juices check the daily fields to make sure you entered the correct daily maximum.

Why is Dessert not meeting the regulation (Weekly)?

To get dessert to meet the regulation make sure you serve no more than 2 oz. of Grain/Whole Grain Based Desserts throughout the week.

Why is Milk Variety not meeting the regulation (Weekly)?

To get Milk Variety to meet the regulation you must select at least two of the 3 milk choices meeting regulations: Skim Milk, Flavored, Skim Milk Unflavored, 1% Milk, Unflavored.